



THE CUYAHOGA COUNTY SHERIFF'S DEPARTMENT

THE JUSTICE CENTER 1215 West 3rd Street, Cleveland, Ohio 44113

Civil Division - Policy

Payments / Deposits

- Acceptable forms of payment are; certified bank check, *plaintiff's law firm check* and money orders (*money orders not to exceed a total of \$10,000*) made payable to the CUYAHOGA COUNTY SHERIFF'S DEPARTMENT.
- **CASH WILL NOT BE ACCEPTED.**
- The Civil Division will accept payments from 8:00 am through 3:30 pm, closed weekends and legal holidays.

Deposits:

- Writ of Possession: \$150
- Writ of Restitution: \$150
- Writ of Execution: \$100 + \$3 check issued to the Clerk of Courts
 - o Vehicle: \$400 per vehicle
- Replevin/Order of Possession: \$200
- Foreign Service: \$100 per entity and per address. **Service requests submitted by State of Ohio courts will be invoiced after service is complete.*
- Notice to Commence Suit: \$75 per entity and per address
- Mechanic's Lien: \$75 per entity and per address
- Foreclosure sales: See Local Rule 27 and O.R.C 2329.211

Withdraw, Cancel and Postpone Sheriff Sales:

- Court documents to withdraw and instructions submitted by an attorney to cancel or postpone a Sheriff's Sale may be emailed to sheriffsalecancellation@cuyahogacounty.us. ****This email address is only intended for this purpose.**
- Cancel or Postpone Instructions may be submitted and accepted through the above email address but only if it is received by 4:00 pm on the last business day prior to the scheduled sale date. Instructions to Cancel or Postpone submitted on the day of the sale must be submitted in person to the Civil Division and will only be accepted prior to the parcel being offered for sale through Real Auction.
- Cancel or Postpone instructions by an attorney shall only be submitted on the Cuyahoga County Sheriff's form.
 - o Email smhoward@cuyahogacounty.us **AND** rdano@cuyahogacounty.us for this form.

Sheriff Deed:

- The Civil Division will only accept the Cuyahoga County Sheriff's Department's version of a sheriff's deed to review and record. Plaintiffs, please email smhoward@cuyahogacounty.us **AND** rdano@cuyahogacounty.us for a fillable deed.
- Recorded deeds will not be mailed; deeds must be signed for when picking up in person.

Serving court documents - Cuyahoga County Courts:

- Cuyahoga County court documents must be received in Civil no less than five (5) business days prior to the hearing date for service to be attempted.
- Service results will not be provided over the phone or through email. Results are sent to the Clerk of Courts for docketing.

Foreign Service:

- Request **MUST** be received in Civil no later than eight (8) business days from the hearing date to attempt service.
- Deposit; \$100.00 per entity and per address. **Service requests submitted by State of Ohio courts will be invoiced after service is complete.*
- Instruction sheet must contain the following:
 - o Party name to serve

- Address to serve
- Type of service requested (personal, residential or post)
- 1 set of service papers.
- Self-addressed, stamped envelope for the Return of Service and refund (if any).
 - You may be billed for additional funds if the total service costs exceed the \$100 deposit.
- Service results will not be provided over the phone or through email. Results are returned to the party that requested service.

Notice to Commence Suit: Two full packets of the below are required.

- Instructions must list the following:
 - Party requesting the service
 - Party to serve
 - Address to Serve
 - If certified mail is wanted if deputy service is unsuccessful
- Notice
- Recorded Affidavit of Lien
- Legal description
- One self-addressed envelope for the Return of Service and refund (if any).
- Deposit

Signatures / Documents:

- The Sheriff's Department will not sign any documents that are not prepared by the Sheriff's Civil Division.
- The Sheriff's Department will not prepare any additional documents pertaining to a case that are not normally provided for all cases.